



## **Town of Alton Job Description Highway Department Assistant Mechanic**

**Date:** April 20, 2020

**General Position Description:** Performs skilled mechanical maintenance and minor body repairs on Town vehicles and equipment. Performs small engine repair, and operates divisional equipment as needed. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

**Accountability:** This position reports to the Highway Manager.

**Equipment Used:** Drills, air gun, lift, crane, tire machine, hand tools, compressors, welding machine, grinders, etc.

**Environment:** Inside: 99%    Outside: 1%

**Duties and Responsibilities:** Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

1. Perform skilled mechanical work and repairs in all aspects of Town vehicles including, but not limited to gasoline and diesel engine repair, brake and exhaust system, suspension, electrical and hydraulic systems, and cooling systems, etc.
2. Perform regularly scheduled maintenance on Town vehicles such as tire change, oil change, grease and lubrications, etc.
3. Maintain and repair small engines.
4. Perform steel fabrication and skilled welding on Town equipment.
5. Conduct snow removal operations which is frequently required during winter months.
6. Perform other duties as specified.

**Cognitive and Sensory Requirements:**

- **Vision:** Necessary for visual operation in all aspects of the position such as equipment use, observance of vehicle traffic, paperwork, observing safety of co-workers and the general public.
- **Hearing:** Necessary for receiving instructions for safety while working, and listening to instructions and questions.  
**Speaking:** Necessary for communicating with employees, residents, supervisors, insurance representatives and the general public.
- **Taste and Smell:** Necessary for detecting fumes and gases.
- **Dexterity:** Necessary for operating equipment, handwriting, computer key board operations and all equipment and tools associated with mechanical needs.
- **Mobility:** Needed to walk around work sites, the department, and other municipal locations as well as other outside locations, equipment/vehicle sites, breakdown sites, and needed to perform all functions of the job in, out, and around vehicles and equipment.

**Physical Requirements:**

Lift up to 10 pounds: constantly required.

Lift 11 to 25 pounds: frequently required.

Lift 26 to 50 pounds: occasionally required.

Lift over 50 pounds: occasionally required. Assistance may be available.

Carry up to 10 pounds: constantly required.

Carry 11 to 25 pounds: frequently required.  
Carry 26 to 50 pounds: occasionally required.  
Carry over 50 pounds: occasionally required. Assistance may be available.  
Push/pull: constantly required.  
Reach above shoulder height: frequently required.  
Reach at shoulder height: constantly required.  
Reach below shoulder height: frequently required.  
Stand: six plus hours per day.  
Sit: one total hour per day. During plow season sitting up to various hours  
Walk: four plus hours per day.  
Twisting: occasionally required.  
Bending: frequently required.  
Crawling: occasionally required.  
Squatting: frequently required.  
Kneeling: frequently required.  
Crouching: occasionally required.  
Climbing: occasionally required.  
Driving: required for snow removal operations during the winter months and other vehicle requirements.

**Fine motor skills (hands, wrists, fingers, feet, toes, etc.):**

- Grasping: constantly required.
- Handling: constantly required.
- Torquing: occasionally required.
- Fingering: frequently required. Keyboards, hand tools, etc.
- Foot/feet: constantly required. Operating vehicle and equipment foot pedals
- Toes: rarely required
- Controls and equipment: Hand and power tools, light and heavy equipment, motor vehicles, office equipment, telephone, etc.

**Work Surfaces:**

- Concrete
- Dirt surfaces, gravel
- Shop area includes workstation with desk, computer
- All surfaces are at various heights
- Structure interior and exterior surfaces
- Non-structure interior and exterior surface
- Equipment and vehicle cab interiors and exteriors
- Vertical and horizontal step surfaces

**Summary of Occupational Exposures:**

- May be exposed to fuels, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.
- Some travel in a motor vehicle is required.
- May be exposed to short periods of sunlight and unfavorable climatic conditions when out of the building

**Training, Skills and Experience Requirements:**

- Back injury prevention
- Air brake inspection
- Thorough knowledge of assembly
- Procedures used in routine maintenance of heavy equipment
- Skill of repair of small engines
- Skill in operation of heavy equipment used in snow removal

- Skill in welding and fabrication
- Skill in maintenance and repair of engines, transmission, suspensions, electrical and hydraulic systems
- Ability to give and follow oral and written instructions
- Ability to perform strenuous physical activity under adverse weather conditions
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**License/Certification Requirements:**

- Valid NH CDL (B) driver's license
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**Schedule:** Summer hours of Monday through Thursday, 6am – 4pm. Winter hours of Monday through Friday, 6am – 4pm. Possible overtime if and when needed or required and approved.